



TOWN TEAM  
MOVEMENT

# Town Team Hub

The Town Team Hub is available for free for registered town teams. It is available for \$250 ex GST per year for other organisations, including local governments.

Please register at: <https://town-team-hub.mn.co>

The Town Team Hub includes:

## How To Guides

1. How to set up a town team
2. How to structure your organisation
3. How to set up an incorporated association
4. How to generate revenue for your town team
5. How to get insurance
6. How to motivate volunteers
7. How to positively influence
8. How to prepare a bank of skills and resources in your community
9. How to prioritise actions
10. How to prepare a SWOT analysis
11. How to Pin a Business on Google Maps
12. How to keep going when it's hard
13. How to work with local governments
14. How to build momentum with quick wins
15. How to manage car parking
16. How to apply for a road closure
17. How to organise a mural project
18. How to prepare an Action Plan for your Town Team

## Town Team Document and Policy Examples

19. How to prepare an Action Plan for your Town Team
20. Town Team Membership Prices and Information
21. Potential grant opportunities for W.A. Town Teams
22. Shape Mandurah Committee Working Together Agreement
23. Town Team Procedures Document Example
24. Mount Hawthorn Hub Membership Flyer

25. Beaufort Street Network Organisational Planning Document
26. The Morley Momentum Committee Member Induction Pack
27. Northbridge Common Project Template

### How To Run a Meeting

28. How to run a successful meeting
29. Meeting Agenda/Minutes Template
30. How to run an AGM

### How to Run Events

31. How To Run a Major Event
32. Event Management Plan Template
33. Risk Management Plan Template
34. Emergency Evacuation Plan Template
35. Event Service Agreement (Contract) Example
36. How to apply for a road closure
37. How to create a Soapbox Speakers event
38. How to work with local governments

### Information on Becoming Incorporated, Constitutions and Meetings

39. Town Team Constitution Template
40. Information and Process for Adopting Town Team Constitution
41. Section C of Form 1 Advice (for making an application to become incorporated)
42. Model Rules for an Association (the alternative if you don't want to use the Town Team Constitution)
43. INC: A guide for Incorporated Associations in WA
44. Incorporated Associations in ACT Guide
45. Positions in an Incorporated Association

### Resources for Creating Better Places and Spaces

46. Placemaking How To Guide by Town Team Movement
47. How To Do a Mural Project
48. Community Placemaking Guide courtesy of CoDesign Studio
49. How Placemaking Can Put More Money in Your Till courtesy of Creative Communities
50. Play Streets Toolkit courtesy of CoDesign Studio

## How To Think About and Manage Car Parking Issues

51. How To Manage Car Parking
52. 10 Car Parking Myths Busted! Article by David Doy and Dean Cracknell
53. Small Change Can Create Big Changes article by Donald Shoup
54. Spillover Parking Fact Sheet by City of Ottawa
55. Travel and Parking Management Plan for Local Businesses

## Information on Town Teams and Town Team Movement

56. Town Team Charter
57. Town Team Movement Brochure
58. Future of Local Government Declaration of Commitment 2018
59. Where did the town team name come from?

## How To Manage and Motivate Volunteers

60. How To Motivate Volunteers
61. How To Positively Influence